

Blackboard Required Minimum Presence

[Blackboard](#) is the Aberystwyth University (AU) virtual learning environment. Each AU module has its own course site in Blackboard. The Required Minimum Presence (RMP) provides consistency so that students can find the content that they need.

All content uploaded and generated in Blackboard should be as accessible as possible to ensure equality of access for all students. See AU [Guidance on Creating Accessible Learning Materials](#) for more information. Blackboard Ally is available in all courses and staff should use the course report and fix any issues as part of the maintenance of the course site.

The RMP standard is an Ally score of 70% or above in all courses.

For help using Blackboard, see our [staff guide for Blackboard](#). If you have any questions about Blackboard, contact the Digital Education Group (elarning@aber.ac.uk).

All AU Blackboard course sites use an agreed template with areas for core information along with agreed content for university-level policies. The course template is agreed by the Quality and Standards Committee annually. Module Co-ordinators have responsibility for the organisation of materials in their courses. Staff should not delete template content.

Module Information Area

The module information area should contain the following:

- Module outline aims and learning outcomes. A separate downloadable module handbook may be provided that contains this information.
- Induction materials to help students familiarise themselves with module requirements, organised into a single folder. Provide clear instructions for students on how to engage with the module and learning activities.
- Link to any relevant health and safety information for studying on the module, including risk assessments where relevant.
- Information about staff teaching the course, including contact information and availability, how to arrange a meeting (in person or online), and when students can expect a response to a query.
- Details about how students can provide feedback on and ask questions about the module.

- A link to the All Panopto Videos Course tool
- Upload the SES action plan (see the [Module Evaluation Policy](#))

An organised location for Learning Materials

A Learning Module or folder should be created for Learning Materials. To allow staff greater autonomy over content organisation, we have not specified a structure.

Staff should ensure that:

- Content is organised clearly using Learning Modules / folders by weeks or topics (see guidance on creating [content](#) for further information).
- All content, including Learning Modules / folders are named clearly and consistently.
- All relevant learning materials are uploaded to the Blackboard course site – this includes PowerPoint slides, handouts, notes or other supporting materials.
- All materials relevant to a teaching session are uploaded 1 working day before the session takes place.
- Learning activities are added alongside the relevant supporting materials (learning resources).
- Clear instructions for students on what to do with each resource.
- All learning materials must be as accessible as possible. If some items cannot be made fully accessible, explain why and what students can do to request more accessible options. See AU [Guidance on Creating Accessible Learning Materials](#) for more information.
- Links to individual Panopto recordings should be included alongside the relevant learning materials / activities. For guidance on recording live lectures, see the [AU Lecture Capture Policy](#). For guidance on pre-recorded lectures, see [How to make asynchronous recordings engaging and interactive](#)

• Assessment and Feedback Area

The assessment and feedback folder should contain:

- Assessment information including marking criteria.
- How to access feedback.
- Assignment submission points with full information including the date and time of the assignment deadline.

- Who to contact if students have difficulties submitting assignments. Direct students to Information Services for technical assistance (elearning@aber.ac.uk).

External Examiners (hidden) Area

This folder should include:

- Items that you want the External Examiner to view
- Downloaded marked assignments for moderation
- Evidence of moderation processes
- This folder should never be made visible to students

Aspire Reading List

The Aspire reading list to be added as a standalone item (rather than in a folder) and to be located on the Content tab as one of the top six items (see [Reading List Policy](#)).

Blackboard RMP checklist

Item to consider	Tick when completed
Access	
You have instructor access to the course(s) that you are teaching or marking on	
Module Information	
Module outline aims and learning outcomes. These may be included in a separate module handbook.	
Induction materials available	
Information on when content will be released to students	
Risk assessments, and health and safety information if relevant	
Contact details for staff teaching on the module	
Link to the All Panopto Videos tool	
An organised location for Learning Materials	
Content organised clearly in folder / Learning Module structure.	

Links to Panopto recordings available	
PowerPoint slides handouts, notes or other supporting materials	
All teaching materials available 1 day before the event	
Learning activities organised with relevant learning resources and instructions on what to do with the resources	
Assessment and Feedback	
Assessment information including marking criteria	
Information on how to access feedback	
Assignment submission points with assignment due dates and times clearly stated	
Information on who to contact if there are any difficulties submitting	
External Examiners folder (hidden)	
Items for moderation and review by External Examiner	
Aspire Reading List	
Link to Aspire Reading List created on module content page	

Things to check	
File names are meaningful	
Links to files and websites work	
Content complies with copyright legislation	
Information is up-to-date (and out-of-date materials removed)	
Course materials and documents are in accessible formats (see Guidance on Creating Accessible Learning Materials for more information)	
A Blackboard Ally score of 70% or above	

More information and support is available:

- [Blackboard FAQs](#)
- [Blackboard Guides](#)

- Contact the Digital Education Team (elearning@aber.ac.uk)

Mae'r Polisi hwn yn cael ei gynnal gan Gwasanaethau Gwybodaeth. Fe'i adolygwyd ddiwethaf ym mis Chwefror 2024 gan Bwyllgor Gwellu Academaidd a bydd yn cael ei adolygu eto ym mis Chwefror 2025. / This Policy is maintained by Information Services, was last reviewed by Quality and Standards Committee in February 2025 and is due for review in February 2026.